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Executive Assistant to DDA

Document No. 120

2 November 1953

Director of Training

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGE NO: TS S U

DDA Memo, 4 Apr 77

Weekly Summary Report

Auth: DDA REG. 77/1765

Date: 27/01/78 By: 008

I. Enrollments in Training courses for the week of 22 to 28 October 1953:

A. Students presently in full-time OTA courses in CIA installations:

1. Basic Intelligence

a. SEC(1) #14	31
b. Basic Intelligence Course #5	28
c. Phase II, #4	73
d. Phase III, #5	32

2. Specialized

a. Staybehind #5	6
b. [REDACTED]	9
c. Special Projects	9
d. Covert Training	13

3. Clerical

a. Clerical Induction Training	22
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TOTAL FULL-TIME OTA COURSES 263

B. Students presently in part-time OTA courses in CIA installations:

1. Basic Intelligence

a. CIA Indoctrination	49
b. Reception & Interim Training	
DI/P Personnel	30
Other Agency Personnel	35
	<u>65</u> 114

2. Management

a. Human Resources Program	21
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3. Clerical

a. Clerical Induction Training	24	
b. Clerical Orientation Course #73	31	
c. Clerical Refresher Course #30		
Shorthand	28	
Typing	73	
English Usage	2	60 115

4. Language and Area

a. CIA Language Laboratory		
Regular	96	
Self-study	<u>121</u>	217

TOTAL PART-TIME OTR COURSES 476

C. Students presently in full-time external trainings:

1. Defense Schools

a. Air War College	1	
b. Armed Forces Staff College	1	
c. Army War College	1	
d. Intelligence Staff Officers Course	1	
e. Industrial College of the Armed Forces	1	
f. National War College	3	
g. Naval War College	<u>1</u>	9

2. Officers Candidate School

a. Army	21	
b. Air Force	9	
c. Navy	12	
d. Marines	<u>2</u>	44

3. Management

a. Harvard University		1
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4. Language and Area

a. Program A	2	
b. Program C	6	
c. Program G	5	
	4	
	<u>6</u>	


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			5	
			1	
			0	
1. Miscellaneous Area Courses			1	
j. Miscellaneous Area and Language			4	42
5. Miscellaneous				2
TOTAL FULL-TIME INTERNAL TRAINING				90

D. Students presently in part-time external training:

1. Defense School Lectures
 - a. Industrial College of the Armed Forces 6
2. Language and Area

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			20	
			36	
			10	
			1	
e. Miscellaneous Area Courses			4	
f. Miscellaneous Language			46	117
3. Clerical				
a. INM - Washington, D. C.				9
4. Miscellaneous				36

TOTAL PART-TIME EXTERNAL TRAINING 168

GRAND TOTAL - 1,025

3. During the week, three requests for exemptions were approved:

<u>OFFICE</u>	<u>NUMBER</u>	<u>SOURCE</u>
OSD/PA	2	BIC(CS)
OSD	1	BIC(I)

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F. During the week, three postponements were approved:

OFFICE	NUMBER	COURSE	TO
FI	1	SIC(CS)	11 January 1954
Logistics	2	SIC(WP)	March 1954

2. The National Security Agency, having been granted a quota of one student in every alternate class of the Basic Intelligence Course, will begin participating in the course beginning 2 November 1953.

3. LCDR Lindbeck, Head Training Officer, Office of Naval Intelligence, attended the recent Eleventh Agency Orientation Program and the Indoctrination Program on 29 October to evaluate them for possible use by ONI personnel, at the request of Captain Hurd, ONI. Approval of the Director of Training will be obtained prior to Navy participation in these programs.

4. Colonel Howard John, Chief Training Officer, G-2, has discussed with Chief, Orientation and Briefing Division, G/TA, the possibility of G-2 attendance at the Indoctrination Program. Colonel John plans to attend this program with the first G-2 group on 12 November.

5. On 31 October, Chief, Orientation and Briefing Division, G/TA, with [REDACTED] Planning and Coordination Staff, IN/P, briefed Mr. Walter S. Robertson, Assistant Secretary of State for Far Eastern Affairs, and his Deputy, Mr. Everett Drumright, on the mission and functions of CIA.



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8. A copy of the new course catalogue of Training (Special)
is attached.

WORLD

MATTIAS BAIS

MB:ap

Attachment

cc: DA/P
DO/E
AD (Commo)

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